



Working Time Policy

The Working Time Regulations 1998 are a Health and Safety at Work Regulation which assists employers in implementing the European Working Time Directive 1993.

The Regulation came onto effect in October 1998. They include the basic entitlements and limitations concerning the monitoring and organisation of working time.

The Council support the implementation of the Regulations as a part of its general obligations to ensuring the health and safety of all staff.

Dual Employment

To enable the Council to meet its health and safety obligations and the Working Time Regulations and other legislation, it is expected that employees must:

- Inform the Council when they have dual employment contracts
- Those with secondary jobs must declare their hours of employment

Recruitment

New employees will be informed about the Working Time Regulations, in particular of the 48-hour working week limit.

Those with secondary jobs will be expected to inform their line manager in writing of the type of work and the additional number of hours they expect to be working.

Qualifying Period

The standard 17 week rolling reference period applies to all employees.

Those working over the 48 hours a week will be asked to sign an opt out agreement to meet the requirements of the Regulations.

Hours of Work

The Council Offices are open between 9am and 12 noon Monday to Friday and afternoons by appointment.

Employees are offered a range of working practices to suit the need of the Council and employees, these range from full time working, part time and flexi working.

The basic full-time working week is 37 hours.



Rest Breaks

Under the Working Time Regulations employees required to work for more than 6 hours continuously are entitled to an unpaid 20-minute break within that 6-hour period.

Employees are entitled to an 11-hour uninterrupted rest between each working day.

Employees are entitled to one day off per week or two days together every two weeks.

Opt Out

In order to encourage employees to adopt a good work – life balance, the Council does not encourage employees to opt out of the maximum 48-hour working week.

The Regulations require that where employees are working two jobs and on average work 48 hours / plus a week they must sign an opt out agreement and inform their employer in writing of the nature of the work being undertaken and the hours they will be working.

Review Date	Reviewed By	Amendments	Minute Number
23.02.22	Governance Review Committee	Page 1 – Hours of work – amend to read 'The Council Office is generally open ...'	GR22/02/24.2
22.02.23	Governance Review Committee	Page 1 – Hours of Work – 1 st paragraph – amend to read 'The Council Offices are open between 9am and 12 noon Monday to Friday and afternoons by appointment.'	GR23/03/22.2



Working Time Regulations Opt Out Form

Please sign the relevant section and return this form to your line manager.

The Working Time Regulations require that an individual must inform in writing if they work for separate employers and might work in excess of 48 hours.

Declaration – Dual Employment

I confirm I am employed by separate employers and might work in excess of 48-hours a week. I will inform my line manager if there is any deviation in the number of hours worked in a week.

Signed:

Date:

The Working Time Regulations require that an individual must inform in writing if they work more than 48-hours a week for a single employer.

Declaration – Single Employment

I confirm I agree to work 48-hours a week. I will inform my line manager giving one months' notice if I wish to reduce my working hours.

Signed:

Date: